Shire of Dardanup

# APPENDICES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held on

Wednesday, 11 November 2026

Commencing at 10.00am

At

ADMINISTRATION CENTRE EATON

1 Council Drive - EATON

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Upon request

# Local Emergency Management Committee
# Business Plan 2026-2027

## Background

This business plan exists within the context of the *Emergency Management Act* 2005, the *State Emergency Management Committee's Strategic Plan 2026-29*, and the Committee's *Terms of Reference*. This plan should be read with these in mind.

Section 39 of the Act provides the overall purpose of the Committee, namely:

- To advise and assist the Shire of Dardanup in ensuring that local emergency management arrangements are established for its district
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations

The 2025 *Terms of Reference* of the Committee set out the objectives of the committee, namely

- To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 and 5 of the Terms of Reference.
- To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

## Leadership and Governance

"Together, we build strong relationships and effective governance to enable a trusted emergency management system." – SEMC Strategic Plan

| *LEMC Goal* | *Status* | *Actions* |
|---|---|---|
| Ensure Chair and Executive Officer are appointed from Local Government. | | • The *2025 ToR,* appoints the Shire President as Chair<br>• The 2025 ToR, states that the Executive Officer is a non-voting Local Government Officer |
| LEMC Executive Officer maintains committee Business Plan and provides a copy to the DEMC executive officer | | • Plan sent to DEMA 9 Mar 26<br>• Status indicators updated 7 Apr 26<br>• The Business Plan presented at the May LEMC meeting |
| Suitable quorum is set and achieved. | | • ToR establish a quorum at 50% of voting members.<br>• Quorum achieved at Feb, Jun & Aug '26 meetings<br>• Quotum not achieve for May '26 meeting |
| LEMC contact details are validated at each meeting. | | • Contacts not validated at Feb '26 meeting<br>• Contact details validated and circulated at the May LEMC meeting |

## Hazard and Systemic Risk

"Together, we build our understanding of increasingly complex risk through a systemic and hazard by hazard approach." – SEMC Strategic Plan

| *LEMC Goal* | *Status* | *Objectives* |
|---|---|---|
| A local risk assessment is completed, with a risk register incorporated in the LEMA. | | • A risk assessment for bushfire was conducted as part of review of *Bushfire Risk Management Plan*.<br>• General risk assessments undertaken and incorporated in the *LEMA Overview.* |
| Critical infrastructure is captured in the LEMA where practical. | | • Critical infrastructure is captured in the *LEMA Overview* |

| *LEMC Goal* | *Status* | *Objectives* |
|---|---|---|
| Local risk treatments are identified and reported to the DEMC. |  | • |
| New and emerging risks are identified and evaluated at LEMC meetings and incorporated in LEMA where possible. |  | • DEMA noted in email of 27 Mar 26, that many Local Governments have considered the risk of heatwave in the Local Emergency Management Arrangements. The Shire's arrangements do not currently assess heatwave as a risk. |

## Capability and Capacity

"Together, we enhance capability and capacity across the emergency management system through proactive policy and stewardship of emergency management frameworks." – SEMC Strategic Plan

| *LEMC Goal* | *Status* | *Actions* |
|---|---|---|
| The LEMC exercises annually in accordance with *State Emergency Management Policy 1.5.10* and the *Western Australia Managing Exercises Guideline*. |  | • Recovery exercise conducted at scheduled May '26 LEMC meeting<br>• Business continuity exercise to be conducted in 2026/27<br>• Evacuation preparedness exercise to be conducted in Nov '26 |
| Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with s4.10 of the *State Emergency Management Policy*. |  | • No schedule submitted ahead of 2025/26 (not for previous several years) |
| Investigate emergency management funding opportunities to improve resilience in communities. |  | • Ongoing to be considered by CESM |

| *LEMC Goal* | *Status* | *Actions* |
|---|---|---|
| A Local Recovery Coordinator is identified, with suitable experience or provided training. Have at least two backups. |  | • Recovery Coordinator is Coordinator Ranger Services<br>• Director Development Services and Director Community & Economic Development are backup Recovery Coordinators.<br>• Recovery Coordinator position is backfilled until a permanent appointment. |

## Community and Local Emergency Management

Together, we build a safer and more resilient community through a local approach to emergency management.

| *LEMC Goal* | *Status* | *Action* |
|---|---|---|
| LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with s*3.7 of the State Emergency Management Procedure*. |  | • Have representation from: Local government \| State Government \| Significant industries/utilities<br>• Don't have representation from: Culturally and Linguistically Diverse community \| Aged \| Indigenous \| Youth \| People living with Disability \| People of Faith \| Chamber of Commerce \| Environmental \| Community |
| Modify Local Emergency Management Arrangements overview to extract actionable content that may be put into action plans. |  | • Council approved, being considered by DEMC<br>• Create an overview document that sets the context/scene for the sub-plans of the Local Emergency Management Arrangements.<br>• Create a single context statement referenced by all sub-plans.<br>• Incorporated risk assessment within the overview |
| Create an Emergency Preparedness Plan that is actionable |  | • Initial draft developed, requires additional work<br>• Create a sub-plan that focuses on plans for emergency preparedness in general (which includes developing community resilience). |
| Create an Emergency Response Plan that is actionable |  | • Council approved, being considered by DEMC<br>• Create a sub-plan that focuses on plans for emergency responses in general (hazard specific response plans may be sub-ordinate to this plan). |

| *LEMC Goal* | *Status* | *Action* |
|---|---|---|
| Ensure Local Emergency Relief and Support Plan is up-to-date and actionable. |  | • A Department of Communities plan that forms a part of Shire's arrangements.<br>• Last reviewed Oct '25 |
| Ensure the Emergency Evacuation Support Plan is up-to-date and actionable |  | • Council approved, being considered by DEMC<br>• Plan has recently been developed and approved by Council (26 Feb 25).<br>• Plan has been reviewed ahead of scheduled review date |
| Ensure the Emergency Animal Welfare Plan is up-to-date and actionable. |  | • Review due Aug '26<br>• Update with a focus in actionable check-lists. |
| Ensure the Emergency Recovery Plan is up-to-date and actionable. |  | • Council approved, being considered by DEMC<br>• Required by s41(4) *Emergency Management Act* 2005<br>• Currently being reviewed, with a focus in actionable check-lists.<br>• Incorporates contents of current Recovery Communications Plan. |
| Ensure Local Bushfire Response Support Plan is up-to-date and actionable. |  | • Incorporated into Emergency Response Plan. |
| Ensure the Bushfire Risk Management Plan is up-to-date and actionable |  | • Review due May '27<br>• Plan has recently been reviewed, and approved by Council (21 May 25).<br>• Not due for review until May 2027. |
| A Memorandum of Understanding for Emergency Management district assistance is considered. |  | • The Memorandum of Understanding for Member Councils of the South West Zone Western Australian Local Government Association for the Provision of Mutual Aid during Emergencies and Post Incident Recovery is current. |
| Contact register is updated annually. |  | • Contact register not updated in several years.<br>• Contact details validated and circulated at the May 2026 LEMC meeting |

## A Whole of System Approach Across the Emergency Management Cycle

"Together, we maintain integrity and clarity across a contemporary and evidence-based emergency management system." – SEMC Strategic Plan

| *LEMC Goal* | *Status* | *Action* |
|---|---|---|
| LEMC Executive Officer provides the Annual Report and Business Plan to the DEMC executive officer in accordance with s3.7 of the *State Emergency Management Procedure*. |  | • Business Plan sent to DEMA 9 Mar 26<br>• Annual report sent to DEMA 28 Jul 26 |
| Continuous improvement through effective lessons management, exercising, and the consideration of review recommendations |  | • Once a permanent appointment has been made for the Coordinator Rangers this needs to be actioned in the first quarter of 2027 |
| LEMC members participate in district or state level multi-agency exercises where possible. |  | • This is to be scheduled once a permanent appointment has been made for the Coordinator Rangers |

## Climate Change

"Together, we build our preparedness and resilience to the compounding and cascading impacts of climate change." – SEMC Strategic Plan

| *LEMC Goal* | *Status* | *Action* |
|---|---|---|
| Discuss the impacts of climate change, and initiatives to improve local emergency management planning. |  | • This is to be scheduled once a permanent appointment has been made for the Coordinator Rangers |
| Ensure risk assessments in Local Emergency Management Arrangements consider systemic risks. |  | • Comments on systemic risk incorporated in risk assessment contained in Local Emergency Management Arrangements Overview |